

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, July 23, 2013

8:30 a.m.

County Board Room – 3<sup>rd</sup> Floor – Courthouse

M I N U T E S

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Evert, Gross, Ingersoll, and Weyland. County Administrator Brian C. Berg, County Auditor-Treasurer Lori Johnson and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Evert, and unanimously carried, the agenda was approved with the addition of: Contract renewal for Juvenile Detention Center purchase of beds for 2014.

ADOPTION & FOSTER CARE RECRUITMENT GRANT AWARD RENEWAL

By consent agenda, the Board approved renewal of the Adoption & Foster Care Recruitment Grant in the amount of \$5,568 for years 2014-2015. The funding makes available statewide purchasing of LexisNexis Accurint for the agency's relative search and notification efforts.

CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

2014 BUDGET PRESENTATIONS

**Overview:** County Administrator Brian Berg presented a draft proposal for the 2014 budget, noting a need of \$26,059,270 (a 7.26% increase over 2013). He reminded the Board that the proposed levy for 2014 is controlled by levy limits (.8%). Summaries of the departmental revenues and expenditures, New Requests, Fund Balance Comparison, Levy Limits, and other items of interest were distributed. Mr. Berg noted that New Requests total approximately \$386,955. Mr. Berg reviewed other items of interest in setting the 2014 budget: The projection for County Program Aid is \$2,864,447; cost of living adjustments and step adjustments are included in the proposed budget; \$200,000 is included for Health insurance premium increases; \$150,000 is included for the Minnesota Counties Insurance Trust dividend; growth attributed to new construction is \$55,855,300; the Market Value increase is \$500,974,500; \$145,000 is included for FM Metro Diversion costs; and due to legislative action, counties will be exempt from Sales Tax (approximately \$500,000 for Clay County).

Commissioner Campbell commented that one of the goals of the Management Retreat last Spring was to begin to set aside funds for replacement of the Correctional Facility. He felt this should be discussed by the Board and possibly added as a New Request.

**Technology Services** Director Tim Dent informed the Board that he is requesting a \$20,000 increase to Internal Services (New Request) to adequately address departmental needs.

**Information Services** Director Mark Sloan explained a request for \$50,000 for new software, noting that a goal of the Management Retreat was to improve delivery of services to the public. These funds would be used for website improvement by purchasing a new system which would more efficiently translate information, allow departments to make changes to their respective websites, and allow access to information from various platforms (smart phones, tablets, etc.).

**Regional Extension** Director Ben Anderson and Regional 4-H Educator Josh Kukowski reviewed their request for a .5 FTE 4-H Program Coordinator, noting that the After School and Summer Survival Programs will be impacted if the position is not approved. An AmeriCorps program funded this position in the last couple years, and prior to that, was County funded. Small increases have been requested for supplies, Master Gardener program and sharing of kitchen space.

**Veterans Service** Officer Tom Figliuzzi has requested \$8560 for temporary employee hours due to increased demand for services.

**Building Maintenance** Director Robbie Norman and FSCCC Building Manager Georgia Beaudry requested the addition of one FTE Custodian to assist with cleaning the Family Service Center. Currently there is not a Custodian for daytime hours and with the building occupied 99%, there is a need for more frequent cleaning of restrooms, general clean-up, and to address concerns from tenants, etc.

**Auditor/Treasurer** Lori Johnson and Motor Vehicle Supervisor Sheryl Grandbois presented a request for one FTE for the Motor Vehicle Department, citing the facts that 4000 additional transactions last year, State requirements for staff to collect more data, and increased revenue warrant the additional staff person. It was noted that planned remodeling and workstation improvements will help to improve efficiency. Commissioner Campbell was supportive of the request, stating that wait times for clients are too long, and revenues will cover the new salary.

**Sheriff** Bill Bergquist, Chief Deputy Matt Siiro, and Jail Administrator Julie Savat reviewed numerous issues in the Sheriff's budget: increase for School Resource Officer (\$31,800), impacts of the loss of six jail beds and resultant increase in transports/out of county boarding, medical care increase for prisoners, new request for one FTE Correctional Officer to assist RAP officer, replacement of computer system, Red River Regional Dispatch's plan to add six new dispatchers over the next two years.

**Juvenile Detention** Director Stephen Larson reviewed a request to convert roster hours to FTEs in the Secure unit (2 FTEs) and Non-Secure unit (1 FTE) to allow for full time staff to cover overnight shifts. Mr. Larson informed the Board of increased non-member

usage as a result of new programs that have been implemented (Pathways Sexual Offender Program, etc.).

#### 2014 AGREEMENT FOR PURCHASE OF BEDS/WEST CENTRAL REGIONAL JUVENILE CENTER

On motion by Weyland, seconded by Campbell, and unanimously carried, the Board authorized execution of the 2014 agreement for Clay County's purchase of beds in the West Central Regional Juvenile Center (7 beds @ \$77,000 = \$44,916.67/monthly).

#### GENERAL DISCUSSION - 2014 PROPOSED BUDGET

The Board discussed the fact that Clay County is limited to .8% increase due to levy limits and that some items can be funded outside the levy (bond payments, preparation for natural disaster, etc.).

Commissioner Campbell felt the external agencies should receive no greater increase than what County departments will receive. Commissioner Evert felt each external agency should be judged on its own merit with respect to an increase in budget. Commissioner Ingersoll commented that with respect to the Lake Agassiz Regional Library's request for \$20,000 (8% increase), there will be cutbacks in service if it is not funded.

The Board requested that a recap of the 2013 Year to Date budget be presented at the next meeting.

Consensus of the Board was to meet Tuesday, July 30 at 8:30 a.m. to continue departmental budget discussions, review the 2013 year to date budget, health insurance premium amount for 2014, etc.

#### COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Campbell attended the Greater Fargo-Moorhead Economic Development Committee meeting and the Regional Juvenile Detention Center Advisory Committee meeting.

Commissioner Weyland attended the Regional Juvenile Detention Center Advisory Committee meeting and Public Health Emergency Preparedness Oversight Committee.

Commissioner Gross attended the Moland Township Meeting and Agassiz Recreational Trails meeting.

Commissioner Evert attended meetings of the Planning Commission, Lakeland Mental Health, and Public Health Local Foods.

Commissioner Ingersoll attended meetings of the Adult Mental Health Local Advisory Council and MetroCOG.

County Administrator Brian Berg attended the Speakers Showcase, and meetings of the FM Diversion Administrative Committee, Regional Juvenile Center, and budget related meetings.

#### APPROVAL TO PAY BILLS AND VOUCHERS

On motion by Evert, seconded by Gross, and unanimously carried, the bills and vouchers were approved for payment.

ADJOURN

The meeting adjourned at 10:50 a.m.

A handwritten signature in cursive script, appearing to read "W. Ingersoll", written over a horizontal line.

Wayne Ingersoll, Chair  
Clay County Board of Commissioners

A handwritten signature in cursive script, appearing to read "Brian C. Berg", written over a horizontal line.

Brian C. Berg, County Administrator